

Emergency Planning Guide



The Protection and Advocacy System for Indiana

To Protect and Promote the Rights of Individuals with Disabilities, Through Empowerment and Advocacy.

Equal Access – For Every Emergency, For Everyone

As people with disabilities, their family and friends take the necessary steps to prepare emergency plans, it is important to know the various accessibility responsibilities that public places, government and broadcasters are required by law to provide to those with disabilities.

- ADA prohibits discrimination on the basis of disability, so people with disabilities must be included in emergency preparedness plans.
- The U.S. Department of Justice publishes a guide titled “An ADA Guide for Local Governments: Making Emergency Preparedness and Response Programs Accessible to People with Disabilities.”
- Section 504 of the Rehabilitation Act of 1973 requires that recipients of federal funds must factor in the needs of people with disabilities when conducting work related to emergency preparedness.
- The Federal Communications Commission (FCC) has fined television stations for failure to provide crucial information in an accessible manner during broadcasts.

- OSHA has specific and detailed requirements on emergency preparedness, including requirements for people with disabilities.
- Executive Order: Individuals with Disabilities in Emergency Preparedness by President George W. Bush states that the federal government should appropriately support the safety and security for individuals with disabilities in emergency situations.

Source: <http://www.disabilitypreparedness.gov/ppp/dislaw.htm>

Emergency Planning Tips for People with Disabilities

Preparing for an emergency is critical for everyone — but especially for people with disabilities. Since Sept. 11, we've all been charged with proactively planning for the possibility of a future disaster by developing inclusive plans for every situation.

Unfortunately, emergency planning for the masses does not always accommodate people with disabilities. Disaster strategies must have contingency plans in place for people with disabilities in all critical stages of an emergency: planning, response and recovery.

By following a few simple tips people with disabilities can prepare their emergency plan.

- Tell your support network where you keep your emergency supplies and give at least one member a key to your home.
- Wear medical alert tags or bracelets with information about your identity and disability.
- Know the location and availability of more than one medical facility.
- Show others how to operate your wheelchair and know the weight.
- Contact your city or county government's emergency information management office.

Many local offices keep lists of people with disabilities so they can be located quickly in an emergency situation.

Communication: Practice Assertiveness Skills

Be prepared to give clear, specific and concise instructions and directions to rescue personnel, e.g., “take my oxygen tank;” “take my insulin from the refrigerator;” “take my communication device from under the bed.” Practice giving these instructions with the least amount of words in the least amount of time. Also, be prepared to request an accommodation from disaster personnel.

Conduct a Self-Assessment

Evaluate your capabilities, limitations, needs and surroundings to determine what type of help you will require in an emergency. For example, designate a room in your home for shelter in case of a chemical or biological attack, keep your emergency kit in a convenient location, know where your fire extinguisher is located, know how to turn off your utilities and keep written instructions on personal care assistance needs, how to safely transport you and how to operate and safely move essential equipment.

Emergency Kit and Supplies for People with Disabilities

Individuals should assemble supplies that might be needed during an emergency.

- Store equipment and assistive devices in a consistent, convenient and secured place, so you and others can quickly and easily locate them during an emergency.
- Maintain backup equipment such as a spare battery or manual wheelchair.
- Emergency health information card that lists information about medications, equipment, allergies and sensitivities, communication difficulties, preferred treatment, treatment-medical providers and important contact people.
- Instructions on personal assistance needs and how best to provide them.
- Copy of emergency documents.
- Essential medications/copies of prescriptions (at least a one-week supply).
- Flashlight on key ring.

- Signaling device (whistle, beeper, bell, screecher).
- Small battery-operated radio and extra batteries.
- Store your kits in areas you anticipate will be easy to reach. If evacuation is necessary, make sure you take with you:
 - Food and water for three days (one gallon per person, per day), blankets, non-electric (manual) can opener.
 - Disability-related supplies for up to two weeks (if unable to afford extra supplies, consider contacting disability-specific organizations such as the National Multiple Sclerosis Society and the Arthritis Foundation).
 - Life in cramped, unheated shelters can increase the chances of pneumonia and colds. Equip your kits with any vitamins or medications you take to guard against getting sick and to cope with being sick.

Emergency Kit and Supplies Cont.

The more information you prepare for emergency responders, the smoother your emergency preparedness plan will go. In addition to the supplies included in your emergency kit, you should also prepare the following items, if needed:

- Prescription medicines, list of medications, including dosage; list of any allergies.
- Extra eyeglasses and extra batteries for hearing aid and wheelchair.
- Extra oxygen.
- Keep a list of the style and serial number of medical devices.
- Medical insurance and Medicare cards.
- List of doctors, relatives or friends who should be notified if you are hurt.

Source: Administration on Developmental Disabilities; Administration for Children and Families, U.S. Department of Health and Human Services; ADD Program Update, June/July 2006

Personal Support Network

Your personal support network consists of individuals who will check in with you in an emergency and to provide any needed assistance. Do not depend on any one person — include at least three people you can depend upon even during a time of crisis.

Prior to an emergency, make arrangements for your support network to immediately check on you (e.g., after a tornado, earthquake, etc.) and offer assistance.

Give members of your support network pertinent keys — to your house, medical supplies, etc.

Show your support network where you store emergency supplies.

Share copies of your relevant emergency documents, evacuation plans and emergency health information card.

Personal Support Network Cont.

Agree and practice a communications system regarding how to contact one another in an emergency. Do not rely on the telephone — it might be out of order as a consequence of a disaster.

You and your personal support network should immediately notify one another when possible to do so safely when an emergency occurs.

My Personal Support Network

Name	Phone
Name	Phone
Name	Phone
Name	Phone

Medications

Work with your doctor to obtain an extra supply of medication and extra copies of prescriptions. Make several copies of your prescriptions and put one copy in each of your survival kits, car kit and wallet, with your emergency documents and your evacuation plan.

Ask your doctor if it would be safe to periodically miss one dosage of your medication(s), until an adequate emergency supply has been accumulated. Some medications should never be missed, not even once; it is of vital importance to follow your doctor's recommendation on establishing your emergency medication reserve.

Ask your health care provider or pharmacist about the shelf life and storage temperature sensitivities of your medication(s).

Emergency Contact List

Ask several relatives or friends who live outside your immediate area (approximately 100 miles away) to act as a clearinghouse for information about you and your family immediately following a disaster.

Include emergency response agencies, personal support network, equipment vendors, doctors, utility companies, employers, schools and day care center information, for all household members. Post this list by all telephones in your home.

My Emergency Contact List

Name	Phone
Name	Phone
Name	Phone
Name	Phone

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4701 N KEYSTONE AVE # 222
INDIANAPOLIS IN 46205
VOICE 800.622.4845
VOICE 317.722.5555
FAX 317.722.5564
TTY 800.838.1131
WWW.IN.GOV/IPAS

Blood Type:	
Service/Animal Needs:	
Physician:	
Specialty:	
Contact Phone(s):	
Specific Medical Conditions:	
Prosthesis/Appliances/Assistive Technology:	
Medications and Dosages:	
Allergies/Meds to Avoid:	
Procedures to Avoid or Specific Medical Issues:	
Physical Limitations:	
Common Presenting Problems:	
Memory/Thought/Cognitive Difficulties:	
How Best To Communicate With Me:	

Primary Language _____

Emergency Contact Phone Number(s) _____

Emergency Contact Name _____

Address _____

Birth Date _____

Name _____

My Emergency Information

Local Emergency Contacts

Emergency First Responders
9-1-1

Information and Referral

2-1-1

TTY Relay

7-1-1

Speech to Speech Relay
877-743-8231

**Indiana State Emergency
Management Agency**
302 W. Washington St.
Room E-208A
Indianapolis, IN 46204-2767
phone 317-232-3986
fax 317-232-3895

For more information about equal access and emergency planning, visit
Indiana Protection and Advocacy Services on the Web at **www.ipas.IN.gov**.